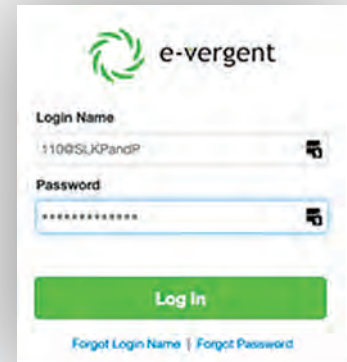


Getting Started - VoIP User Portal

• Login to VoIP Portal

1. Navigate to **voip.e-vergent.com**
2. Login with your credentials
 - a. ext@domain (ex. 101@ACME)
 - b. Password (password configured in setup process)



• Check Voicemail

1. Select the "messages" tab at the top.
 - a. Voicemail - Here you can manage your messages
 - b. Settings - Here you can manage your voicemail options including changing your greeting and name (directory listing). As well as adjusting your voicemail to email settings.



• Answering Rules

1. Here you can modify and add answering rules such as forwarding to a cellphone or choosing how to handle a missed call.



• Key Configuration - SNAPbuilder *(see reverse side)*

1. Navigate to "Phones"
2. Select the settings wheel to the right of your main phone (Polycom / Yealink)
3. You can now click the line appearance number (2-12) and select a feature.
 - a. **User (BLF)** - monitor an internal extension, can be used for faster transfers.
 - b. **Speed Dial** - Enter a phone number



• Call history

1. View your made, answered and missed calls here.



RulesFramesHold


Phones / SNAPbuilder

00:04:F2:84:5B:EB

Polycom VVX500 - Configuration for 00:04:F2:84:5B:EB

SLIPandPAll Contacts

Click on a button you would like to configure. You can drag and drop configurations to re-order their assignments.



Reset

TemplatesDirectory

PhoneAdd Sidecar

1Line Appearance 0110

2User (BLF)105 (Gregory Pitts)Custom label (optional)

3Speed Dial 0e-vergent

4Unassigned

5Unassigned

6Unassigned

7Unassigned

8Unassigned